Job Title: Executive Assistant to the President  
Job Code: 61827

**JOB SUMMARY**

The Executive Assistant to the President is responsible for performing professional, administrative, and supervisory duties in support of the president of a technical college.

**MAJOR DUTIES**

- Organizes and coordinates daily activities and efficient function of the president's office;
- Provides administrative support to the president;
- Researches, gathers data, and prepares reports, presentations, publications, spreadsheets, tables and charts for the president’s use;
- Maintains filing and record keeping system for the president;
- Serves as liaison between the president and board members;
- Monitors use and maintains supplies, equipment and/or facilities for president’s office.

**COMPETENCIES**

- Knowledge of modern office practices and procedures
- Knowledge of modern office equipment
- Knowledge of college operations, policies and procedures
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in the supervision of personnel
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Ability to perform complex and varied duties

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree *and* One (1) year of work related experience

  Or

- An Associate degree in Business Administrative Technology *and* Two (2) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.
### PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.